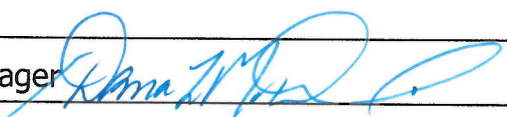




CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.76	
TO:	City of Dublin Employees
FROM:	Dana McDaniel, City Manager 
SUBJECT:	Diversity Equity and Inclusion (DEI)
DATE:	July 28, 2021
PROPONENT:	Director of Human Resources

1. PURPOSE

The purpose of this Administrative Order is to establish a formal written policy to address the responsibility all employees have to help create a stronger city by fostering a climate and culture that values and embraces diversity, equity and inclusion (DEI).

2. DEFINITIONS

The City will use definitions as found in Pacific University Oregon's Equity, Diversity & Inclusion Glossary of Terms found here: <https://www.pacificu.edu/life-pacific/support-safety/office-equity-diversity-inclusion/edi-resources/glossary-terms> . The City of Dublin has chosen to specifically define the following terms to align with the City's DEI strategy.

A. *Diversity* - We are a team of different and unique qualities, which enable us to best serve our community.

B. *Equity* - We acknowledge our different and unique qualities, be they advantages, disadvantages, or otherwise, and we embrace fairness so that all might have an opportunity to achieve similar outcomes.

C. *Inclusion* - We welcome and expect diversity, and we provide opportunities for all team members to contribute to their and the City's success.

3. POLICY

The City of Dublin is committed to fostering, cultivating, and protecting a culture of diversity, equity, and inclusion.

The City of Dublin's most valuable asset is its employees. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation as a professional organization. This, too, will determine our ability to succeed.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The City welcomes ideas that are different and unique to support creativity and awareness of what is culturally appropriate in the workplace.

4. RESPONSIBILITIES

All City employees have a responsibility to treat each other and those we serve with dignity and respect. We are expected to exhibit conduct that reflects a spirit of inclusion during work, at work functions, on or off the worksite, and at all other city-sponsored and participative events. We are all also required to complete required annual competency training that aligns with civility, diversity, inclusion, and equity as well as participate in development and learning courses offered via the Talent Development program to enhance cultural competency. Finally, we are expected to become culturally competent and take time to learn about different cultures, races, religions, and backgrounds represented by our coworkers.

Directors, Managers and Supervisors have a responsibility to integrate diversity into all organizational processes, so that an inclusive and diverse environment is created where individual employees can be their true selves, uniquely integrated into the organization. Furthermore, leaders are expected to proactively promote diversity and equity awareness in order to enhance the inclusivity within employee teams, maintain an inclusive leadership communication practices, and support the City's diversity, equity, and inclusion training program.

The City of Dublin is committed to designing, developing, and implementing a comprehensive diversity, equity, and inclusion development program that aligns with the core values of the City and its culture. This includes collaborating with all levels of management and with our employees to ensure proper messaging and investment in development and coaching of our staff members toward team diversity, equity, and inclusion competencies and skillsets.